

ASCENT COORDINATOR TRAINING AGENDAS

Bloom Road Consulting Group

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Objectives: Participants will gain an understanding of the Ascent™ System Functionality through discussion and demonstration of Ascent tables, interface, balancing, auditing, and troubleshooting. Delivery is through 12 hours: 2 days onsite classroom or online web-based method 2 hours, 3 times per week for two weeks. Training includes instructions, tutorials, and exercises with practical application to each situation.

- 1) Ascent Overview
 - a) Purpose & goals
 - b) Interface – Data Life Cycle
 - c) Contract Coding
 - d) Reporting
- 2) Daily Responsibilities
 - a) Balancing
 - i) Rejected TRANSACTIONS
 - ii) Ignored DOLLARS
 - b) Key Tables:
 - i) Charge Description Master table
 - ii) Insurance table
 - iii) Other tables
 - c) Auditing & Documentation
 - i) Daily
- 3) Interface – patients
 - i) Interface – charges
 - ii) Interface – master tables
 - iii) Maintenance
- 4) Weekly Responsibilities
 - a) Missing erroneous room charges
 - i) Deleted Pre Admits
- 5) Monthly Responsibilities
 - a) Insurance Table
 - b) Usage Flags
 - c) Data Correction- -Three steps to data correction
 - i) i Compare Ascent to host
 - ii Correct underlying issue
 - ii) iii Correct data
- 6) Fixing tables
- 7) Fixing charges
 - a) Ancillary
 - b) Room
 - c) Payments/adjustments
- 8) Detail variance monitoring (using variance reports for testing)